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GOVERNMENT GAZETTE

BOLETIM OFICIAL

SUPPLEMENT

(SUPLEMENTO)

GOVERNMENT OF GOA, DAMAN AND DIU

Notification

FA/21/(2)

The Government of India have decided that the following functions of the Fazenda should be separated:

- (1) Assessment and collection of taxes and review of tax structure.
- (2) Preparation of Budget.
- (3) Pre-check and payment of bills and maintenance of accounts.
- (4) Notary work.
- (5) Purchase of non-consumable articles required by all Departments of Government.
- (6) Maintenance of an inventory of all Government property.
- (7) Maintenance and distribution of Government cars among various Departments; purchase and supply of petrol and lubricants; Maintenance of the Government Garage.

A new Department of Revenue will be set up dealing with the Revenue matters. The Treasury, bill passing and accounting functions will be taken over by the Directorate of Accounts. The following changes in the present structure of the Organisation of the Fazenda will be made, and the new arrangements will come into force from 20-12-1963.

A. Office of the Director of Fazenda:

(i) The II and IV Departments (except Budget Section) of the Fazenda consisting of two Deputy Directors of Accounts, 3 First Officers, 8 Second Officers, 10 Third Officers, 26 Aspirantes, 6 Typists

and 4 Class IV will form part of the Directorate of Accounts. The Budget Section (with one Second Officer) will be attached to the Finance Secretariat.

(ii) The III Department of Fazenda consisting of one Deputy Director, three Second Officers, one L. D. C., 3 Typists and one Class IV will form part of the Revenue Department.

(iii) The work of the I Department will be distributed among the Directorate of Accounts, Industries Department, P. W. D. and Legal Department as detailed below:

(a) The work relating to the Registration and disposal of letters, and the Establishment matters of those working in the II and IV Departments (excluding Budget Section) of the Fazenda and such members of staff as are allotted to the Treasuries in the Concelhos (as detailed in Annexure 'B') will be transferred to the Directorate of Accounts along with a staff of one First Officer, one Third Officer, two Aspirantes, one Typist, three Class IV and two Continuos. Two Aspirantes of Section I of I Department will be transferred to Revenue Department along with the work pertaining to Establishment matters of staff allotted to Revenue Department.

(b) The work of calling for quotations and determining the rates of non-consumable and consumable articles will for the present be allotted to the Industries Department, along with a staff of two Aspirantes.

(c) The Almojarifado will be attached to the P. W. D. along with a staff of two Aspirantes.

(d) The Notary work will be transferred to the Legal Department with the First Officer in charge of the work.

(e) The work of maintaining the inventories of Government property is decentralised and each department will keep its own inventories of the Dead Stock articles with them. Detailed instructions in this regard will be issued by the Director of Accounts

in due course. The staff rendered surplus (one Second Officer) would be absorbed in the Revenue Department against other vacancies.

(iv) The Archives Section will form a part of the Directorate of Accounts and its present staff of one Third Officer, three Aspirantes, two Class IV and one Continuo will be transferred to the Directorate of Accounts. The records of the Revenue and other Departments would be separated in due course.

(v) The Pension Office with its staff of one U. D. C. and one Aspirante will form part of the Directorate of Accounts.

(vi) The Class IV attached to the Directors of Accounts and Fazenda will remain with them.

B. Offices of the Taluka Fazenda:

All the Fazenda in the 11 Concelhos and in Daman and Diu will be separated into two branches — a Revenue Branch and a Treasury Branch. The Revenue Branch will work under the directions of the Revenue Department and the Treasury Branch under the directions of the Directorate of Accounts. The functions of all the Fazendas in the eleven Concelhos and in Daman and Diu, will also be separated into Accounts and Revenue functions, the former being taken over by the Directorate of Accounts and the latter by the Revenue Department. The Revenue Branch will be known as the Taluka Revenue Office. Until further orders the head of the Taluka Revenue Office will also be in overall charge of the Treasury Branch. His responsibility will extend not only to the security of the premises, cash balance, stamps and other Government property and the immediate report to Directorate of Accounts or Revenue Department as the case may be, of any irregular practice on the part of the subordinates, but also to the correctness of prescribed accounts and returns and the punctuality of their submission. He should also ensure that the Treasury staff adhere to the instructions issued by the Director of Accounts from time to time. He will also pass the bills which can be paid at the Treasury without pre-audit, and for such of his functions as relate to the treasury wing, he will be responsible to the Directorate of Accounts. Detailed instructions regarding the duties and position of the Secretary vis-a-vis the Treasury will be issued by the Director of Accounts in due course.

The staff of each Fazenda allocated to the Treasury Branch is shown in Annexure 'B'.

C. Central Treasury:

The Central Treasury will be abolished and the Treasurer will be transferred to the Taluka Treasury and the other staff to the Directorate of Accounts.

D. The staff (one First Officer (officiating) and one Third Officer) at present on deputation with the P. W. D. and Imprensa Nacional will be allotted to the Directorate of Accounts.

E. (i) The staff allocated to the Directorate of Accounts as a consequence of the above changes is detailed in Annexures 'A' and 'B'. The staff allotted to Revenue and other Departments is shown in Annexure 'C'. The Class IV attached to the Revenue wing in the Taluka Offices will work for the Treasury also, as at present.

(ii) The inter-se seniority among the staff allotted to the several departments will be maintained. The Director of Accounts will issue a Notification separately showing the cadre in his Directorate and the personnel comprising each cadre. The promotions from grade to grade in the Directorate of Accounts will be regulated according to the rules made by the Director of Accounts in consultation with the Administration.

(iii) The existing designations, grades, pay, allowances and emoluments of the personnel transferred to the Departments and offices mentioned above would remain the same in the new set-up until a final decision is taken by the Government of India in this regard.

(iv) The Accounting and related financial procedures are to be brought on to the pattern prevailing in the rest of India. This will be done in suitable stages and relevant instructions will be issued from time to time by the Director of Accounts or the Finance Secretary as the case may be and the existing (i. e. ex-Portuguese) rules and regulations will stand modified or repealed to that extent.

(v) A separate Notification will be issued regarding the set-up and organisation of the Revenue Department.

By order and in the name of the Lieutenant-Governor of Goa, Daman and Diu.

P. J. Fernandes

Chief Secretary

Panjim, 16th December, 1963.

ANNEXURE 'A'

Staff of the Office of the Director, Fazenda, allotted to the Directorate of Accounts

Directors (Class III):

Sarvashri

1. Alvaro Atanasio Maria Santana Pinho (Offg.)
2. D. Francisco Xavier Silvestre de Santa Catarina Menezes (Offg.)

I Officers:

Sarvashri

1. Datarama Sinai Sirvoicar.
2. Caxinata Xete Goundolcar (Offg.)
3. Caetano João Florencio de Araujo (Offg.) (P. W. D.)
4. Pedro Manuel Remigio Angelo Rodrigues (Offg.)
5. Bento Antonio A. F. M. da Imaculada Conceição de Souza Eremita (Offg.)

II Officers:

Sarvashri

1. Esvonta Panduronga Sinai Ramanim.
2. Morto Visvonata Sinai Neurencar.
3. Pedro Francisco Xavier Felicio de Araujo (Offg.)
4. Afonso Calisto Francisco Joven de Silveira (Offg.)
5. Vassudeva Ananta Porobo Moio (Offg.)
6. Ramanata Gopala Poi (Offg.)
7. Luis Fernandes ou Luis Caraciolo Fernandes (Offg.)
8. Janardana Xete Valco (Offg.)

III Officers:

Sarvashri

1. Santana Rafael Remedios de Sa.
2. Seguna Sitaram Sirgat (Imprensa Nacional).
3. Ananda Dotu Mahatme.
4. Francisco Xavier Martinho Roque de Santana Rego.
5. Voicunta Vitola Naigue.
6. Siurama Fotto.
7. Francisco Fermina Meneses Cota.
8. Zacarias Xavier Coutinho.
9. Ramacrisna Vassu Usgäocar.

10. Francisco Antonio Vitor Prudente Meneses.
11. João Calisto Sagrado Coração Dias e Sousa (Offg.)
12. Trivickrama Esvonta Poi Raicar (Offg.)
13. 14 and 15: See Annexure 'B'.

Archivist:

Shri Francisco Jose Claudio Faleiro.

Central Treasury:

Sarvashri

1. Ramachondra Sridhora Poi (1st Officer).
2. Soiro Narayan Naique (2nd Officer) (Offg.)
3. Ezzo Sridhora Poi Vernekar (3rd Officer) (Offg.)

Aspirantes:

Sarvashri

1. Visvambora Naique Pratap Rau Sar Dessai.
2. Fremiot Estevão Bernardo Pereira.
3. Ananta Voicunta Naique.
4. Camalacar Roulu Zoixi.
5. Caetano Francisco Sales Gomes.
6. Quexova Comoloba Rau.
7. Fausto Sebastião Basilio Teles.
8. Cruz Xavier de Almeida.
9. John Joseph Fernandes.
10. Marciano Jeremias Bosil de Bragança.
11. Timoteo Fernandes (Offg.)
12. Vicente Joaquim Machado (Offg.)
13. Francisco Paulo Ribeiro Sa (Offg.)
14. Gangadar Gauncar (Offg.)
15. Jose Inacio Lourenço (Offg.)
16. Renato Dias (Offg.)
17. Gunó Chopdencar (Offg.)
18. Alvito Gomes (Offg.)
19. Matias Lobo (Offg.)
20. Gil Correia (Offg.)
21. Francisco Ângelo V. Rodrigues (Offg.)
22. Camilo dos Santos Albuquerque (Offg.)
23. John D'Souza (Offg.)
24. Mrs. Alda Bárbara C. de Souza (Offg.)
25. Rossini Rodrigues (Offg.)
26. Naresh Sar Desai (Offg.)
27. Ananta V. Sinai Candeparcar (Offg.)
28. Miss Puspa' C. Daconcar (Offg.)
29. Eloy José Querobino Plácido Jerónimo Gomes (Offg.)
30. Zulema Tiaguinha da Costa Valadares (Offg.)
31. Sitakanta Narayan Bhandari.
32. to 36. Vacant.
37. to 55. See Annexure 'B'.

Pension Office:

Shri B. V. Sharma.

Typists:

Sarvashri

1. Assunção José Maria Vales.
2. António Travas.
3. Xec Umor.
4. Agostinho Baptista Silvano Mário Fernandes.
5. Luis Arnaldo Gonzaga da Piedade Andrade e Menezes.
6. Maria Zita Fátima de Paixão Pereira.
7. Maria Rita Fernandes de Avila.
8. Pinto.

Continuos:

Sarvashri

1. Constâncio Gonçalves.
2. Menino Rodrigues.
3. Pedro Francisco Gonçalves.

Class IV:

Sarvashri

1. César Pereira.
2. Luis José Fernandes.
3. Caetano Raposo.
4. Govinda Gouncar.
5. Joaquim Martins.
6. Miguel V. Dias.
7. António Albuquerque.
8. Xec Abdul Gaffar.
9. António M. Pereira.
10. Inocência J. P. Vaz.
11. João António Fernandes.
12. Xancarrao N. T. Pernencar.
13. Sebastião F. Vaz.

Sweepers:

1. Srimathi Maria Lima.

Guarda-Noc:

1. Shri Martino Vaz.

ANNEXURE 'B'

Staff of Taluka Fazendas allotted to Directorate of Accounts

1. Goa Fazenda (1st Class):

Treasurer: Shri Hiranatha Sinai Bobo.
Asst. Treasurer: Shri Umanath Dessai.
3rd Officer: Shri Caetano Francisco Xavier Timoteo Fernandes.

Aspirantes (Two):

1. Vacant.
2. Vacant.

2. Margão Fazenda (1st Class):

Treasurer: Shri Sripada Crisna Bandari.
Asst. Treasurer: Vacant.
3rd Officer: Shri Caetano Vicente Jose Guadalupe de Santa Rita e Costa.

Aspirantes (Three):

1. Vacant.
2. Shri Pascoal Cardozo.
3. Shri Manohar Lotlecar.

3. Mapuça Fazenda (1st Class):

Treasurer: Shri Xantarama Sonum Sinai Mulgaocar.
Asst. Treasurer: Shri Panduranga B. Gaoncar.
3rd Officer: Shri Antonio Cirilo Jose Francisco Felicio Santana de Souza.

Aspirantes (Two):

1. Shri Gajanana Toli.
2. Shri Joao de D. H. N. Demelo.

4. Marmagoa Fazenda (1st Class):

Treasurer: Shri Quexova Bicu Ganecar.
Asst. Treasurer: Shri Mohanlal Rama Sinai Silimocano.
Aspirante: Shri Constantino A. Vaz.

5. Ponda Fazenda (2nd Class):

Treasurer: Shri Ambagi Sinai Gaitondo.
Aspirante (One): Shri Loximicanta Sinai Candeparcar.

6. Pernem Fazenda (2nd Class):

Treasurer: Shri Lovu Ananta Karapurcar.

Aspirantes (Two):

1. Shri Loximona Saunto.
2. Shri Antonio P. Crasto.

7. Bicholim Fazenda (2nd Class):

Treasurer: Shri Roguvira Apa Camotim.
Aspirante (One): Shri Balcusta C. Gaunco.

8. Sanguem Fazenda (2nd Class):

Treasurer: Shri Balagi Data Sinai Cossombo.
Aspirante (One): Shri Jose Antonio Filipe Pascoal da Piedade Cirilo dos Milagres e Miranda.

9. Quepem Fazenda (2nd Class):

Treasurer: Shri Manguexa Madeva Sirvoicar.

Aspirantes (Two):

1. Shri Purxotoma Vencu Porobo Dessai.
2. Shri Jose M. Fernandes.

10. Canacona Fazenda (3rd Class):

Treasurer: Shri Atchuta Porobo Concar.
Aspirante (One): Shri Govinda Jaganata Camotim.

11. Satali Fazenda (3rd Class):

Treasurer: Shri Sripada Panduranga Rajadex Monercar.
Aspirante (One): Shri Gurudas Voicunta Naique.

12. Daman Fazenda (3rd Class):

Treasurer: Shri Jagadish Suria Rau Sar Dessai.
Aspirante (One): Shri Alfredo Francisco Mendonca e Guedes.

13. Diu Fazenda (3rd Class):

Treasurer: Shri Somonata S. Priolcar.
Aspirante (One): Shri Eduardo Francisco das M. P. de Almeida.

ANNEXURE 'C'

Showing the allocation of the staff of Fazenda and its Taluka offices among the Directorate of Accounts, Revenue Department and other Departments

Category of staff	Total of each category	Directorate of Accounts	Revenue Dept.	P. W. D.	Industries Dept.	Finance Sect.	Law Dept.	Secretariat
Director, Fazenda	1		1					
Addl. Director	1*							
Dy. Directors	3	2	1					
1st Officers	10	5	4				1	
2nd Officers	22	8	13@			1		
3rd Officers	33	15	17					1
Archivist	1	1						
Inspectors of Taxes	17		17					
Aspirantes	93	56	33	2	2			
Central Treasury	3	3						
Recebedores	13	13						
Post-Treasurers	4	4						
Public Prosecution								
Clerks	27		27					
Notification Clerks	15		15					
Typists	12	8	4					
Porteiro	1		1					
Continuos	3	3						
Class IV	33	13	20					
Sweepers	2	1	1					
Guarda-Nocturno	1	1						
Staff of Almoxarifado:								
General staff	48		48					
Drivers	50		50					

* Not allocated to any Department.

@ One has retired recently and Revenue Department will get only 12 hands for the present.

Notification

FA/21(2)

Attention is invited to the Government of Goa, Daman and Diu Notification no. FA/21(2) dated 16-12-63 creating inter alia a Department of Revenue for dealing with revenue matters. The Lieutenant Governor is pleased to approve the following organisational arrangements in regard to the Department of Revenue.

2. The Department of Revenue will be headed by an Officer who will be designated as the Commissioner of Revenue and Taxes. He will be assisted by Deputy and Assistant Commissioners, Superintendents and such other staff as may be necessary. The staff of the Directorate of Fazenda remaining after the transfer of the staff to the Directorate of Accounts will form part of the staff of the new Department of Revenue.

3. To begin with, the Department of Revenue will consist of 5 Sections and the distribution of work will be as follows:

1st Section

Sales Tax
Entertainment Tax
Mining Royalty and dead rent
Registration

2nd Section

Excise duty (on liquor)
Tree Tax
Distilleries

3rd Section

Tax on immovable property
Acquisition and requisition of lands
Stamp duty
Non-tax receipts
House rent
Extinct T. B. Association funds

4th Section

Property tax (land, house and communities)
Tax on professions
Licence fees
Lease rent on Government land
Other existing taxes until they are abolished

5th Section

Establishment
Suits and appeals
Inspection
Evaluation and approval of its bills
Revenue Courts
Records

4. The Revenue Wing of each Taluka Fazenda along with its Revenue Court will work under the directions of the Commissioner of Revenue and Taxes. The powers at present vested in the Director of Fazenda regarding revenue matters will vest in the Commissioner of Revenue and Taxes.

5. The Secretary of each Taluka Fazenda will be designated as the Head of the Taluka Revenue Office.

6. The Commissioner of Revenue and Taxes will exercise all the powers of the Administrative Tribunal to decide, on appeal, any revenue matters and the fines imposed for the infringement of revenue laws.

7. The Commissioner may by order in writing delegate any of his powers to any Officer of the Department of Revenue in such circumstances and under such conditions, if any, as may be specified in such order.

8. The provisions of Sections 68 to 70 of Decree no. 3059 dated 30th March, 1917 and Ministerial Order no. 11 370 dated 31st May, 1946 and the rules made therein are hereby repealed.

9. The staff of the Department of Revenue including of the Revenue Wing of the Taluka Revenue offices may be redistributed, posted or transferred by the Commissioner at his discretion according to exigencies of service.

10. The promotions from one grade to another will be regulated according to the rules made by the Commissioner of Revenue and Taxes and approved by the Administration.

11. The present Director of Fazenda will be the Commissioner of Revenue and Taxes and the Director, Class III, officiating, the present Head of the III Department of Fazenda (Revenue) will be the Deputy Commissioner of Revenue and Taxes. The existing designations of the other staff will be maintained, until further orders. The grades, pay,

allowances and emoluments of all the personnel would remain the same in the new set-up until a final decision is taken by the Government of India.

12. This notification comes into force with effect from 20-12-63.

By order and in the name of the Lieutenant Governor of Goa, Daman and Diu.

P. J. Fernandes

Chief Secretary

Panjim, 16th December, 1963.

Notification

FA/21(2)

It is notified for the information of public that with effect from 19-12-1963 the Government Cash Business will be conducted by the State Bank of India at Panjim, Vasco da Gama, Margão, Mapuça, Daman and by the State Bank of Saurashtra at Diu.

2. The Secretary of the Fazenda at all the Concelhos of Goa and at Daman and Diu will in future be called Head of the Taluka Revenue Office and will also function as Treasury/Sub-Treasury Officer.

3. The present Fazenda Treasuries at Panjim, Daman and Diu will be called Banking Treasuries and those at Vasco da Gama, Margão, and Mapuça will be Banking Sub-Treasuries.

4. In places where Bank Treasuries/Sub-Treasuries function, a person who wants to pay Government dues should prepare the requisite chalan and present it to the Treasury Officer/Sub-Treasury Officer for his signature or to the concerned Department Officer, and present the signed chalan and cash to the Bank which will receive the money and give a copy of the chalan to the person concerned. In non-Banking Sub-Treasuries the amount will be accepted as at present.

5. As regards payments, the existing procedure for drawal, submission, passing of bills will continue except that in the case of Banking Treasury/Sub-Treasury, the payments will be authorised to be made at the Bank.

6. Payment to pensioners at Panjim will for the present be made at the Panjim Treasury itself.

R. Ramaswamy, Finance Secretary.

Panjim, 16th December, 1963.

To

All Drawing Officers in the Territory of Goa, Daman and Diu.

Subject: Changes in the procedures for receipt and payment of monies at the Treasuries.

The Government of India have declared the Fazenda Treasuries at Panjim, Daman and Diu as Central Treasuries and those at Margão, Mapuça, Vasco da Gama, Ponda, Quepem, Sanguem, Canacona, Bicholim, Pernem and Valpoi (Satari) as Central Sub-Treasuries.

2. The Reserve Bank of India has, with effect from 19-12-1963, agreed to conduct the Government business at Panjim, Daman, Mapuça, Margão and Vasco da Gama through the State Bank of India and at Diu through the State Bank of Saurashtra. The Treasuries and Sub-Treasuries at these places will be known as Banking Treasuries and Banking Sub-Treasuries. The other ten Sub-Treasuries will be known as Non-Banking Sub-Treasuries.

3. All the Treasuries and Sub-Treasuries will function in accordance with the provisions contained in the Compilation of Treasury Rules (of Central Government) — Volumes I and II.

4. Monies creditable to Government at Non-Banking Sub-Treasuries will be received by those Sub-Treasuries direct, while at Banking Treasuries and Sub-Treasuries, the chalans (except for such receipts as are permitted to be accepted by the Bank direct, e.g. Income-Tax) should be got countersigned by the Treasury/Sub-Treasury Officers before money is tendered at the Bank.

5. Regarding payments, all bills except those for decentralised payments, viz. pensions, tour and transfer T. A. advances, Medical advances, and Abstract Contingencies, should be sent to the Directorate of Accounts well in advance (e.g. pay bills should be sent so as to reach here by the 20th positively). The Directorate of Accounts will, thereon, issue Cash Orders if payment is to be made at the Non-Banking Sub-Treasuries; and Payment Orders (Cheques later on) on Banks, if payment is to be made at places where there are Banking Treasuries. Bills for «decentralised payments» referred to above should be presented at the Treasury/Sub-Treasury direct (except at Panjim, where they should be sent to the Directorate of Accounts). After scrutiny, the Non-Banking Sub-Treasuries will make the payment at their counter and the Banking Treasuries and Sub-Treasuries will enface on the Bill an order to pay a specified amount and return the Bills to the person presenting it for encashment at the Bank.

6. In case where the payee does not find it convenient to receive the payment personally, he should give a proper discharge on the Bill before presentation at the Directorate of Accounts/Treasury/Sub-Treasury.

7. The Major, Minor and Detailed Heads of Account should be written on every chalan and Bill. It may also be ensured that the relevant schedules are attached to the Bills, whenever deductions on account of General Provident Fund, Postal Life Insurance, Bicycle or Motor Cycle or Motor Car Advance, Income-tax etc. are made in the Bills.

8. A set of specimens of your signature duly attested by a person whose specimen signature is already with the Bank may be sent to the Bank at which you will be getting your payments.

9. If there is delay of more than one week in the payment of any bill, it should be brought to the notice of the Director of Accounts (Control Section) for necessary action.

T. B. Nagarajan, Director of Accounts.

Panjim, 13th December, 1963.